INDIANA DATA AND COMMUNICATIONS SYSTEM

COMMITTEE MEETING

March 5, 2008

The IDACS Committee met on Wednesday, March 5, 2008 at 10:00 a.m. at Indiana State Police Communications Division, 8500 East 21st Street, with the following members in attendance:

Captain Michael White (Acting Chairman)	Brian Maxwell
Major Doug Shelton	D. Michael Paxton
Lieutenant Mark Carnell	Vivian Nowaczewski
John Wall	Don Kottlowski
Angela Ferguson	

Advisory members present:	Sergeant David Lloyd
	Senior Trooper Eric Garceau
	Senior Trooper Brian Millard

OPENING COMMENTS

Acting Chairman Captain Michael White welcomed everyone and called the meeting to order at 10:00 a.m., with a quorum present and explained Major John Clawson was not present due to a NCIC Regional Working Group Meeting in New Orleans.

CORRECTIONS/ADDITIONS TO MINUTES OF THE December 4, 2007 MEETING

There were no corrections or additions made to the minutes of the last meeting. A motion to accept the minutes as written was made by Michael Paxton and seconded by John Wall. The motion passed unanimously.

OLD BUSINESS

(Omnixx Upgrade Update)

Michael Paxton gave an update on the completion of the Omnixx Upgrade. The Omnixx 3.1 upgrade was hectic but not different than the previous upgrade. Overall the Omnixx 3.1 upgrade was a success except for some glitches. He advised all that if agencies had any old troubleshooting or problem resolution instructions from Omnixx 2.4, they could be discarded. Any problems will be treated as new ones; Data Operations Center and the IDACS Section need to be contacted so a proper diagnosis can be made. Also, an email with the problem can be sent to IDACS@isp.IN.gov.

(Justification for Interstate Identification Index (III) Inquiries Update)

Vivian Nowaczewski gave the update on the III inquiries in place of André Clark. There have been questions on the types of Purpose Codes to be used and reasons to run III's. Also, in audits it was found that the Purpose of III was not indicated on each Inquiry. There has to be a reason for running III. General Investigations cannot be used because it is a broad term, but a CAD number, Case Number, Incident Number, Association Number, Traffic Stop or Classification of Prisoners is acceptable.

Senior Trooper Eric Garceau agreed and mentioned that any Criminal Justice purpose and reason is acceptable and helps in referencing back during audits. He also reiterated that for Probationary calls, "Probation" in the Reason field will be audited. Also, pertinent III information over the radio needs to be given if it pertains to the safety of the officer.

Michael Paxton also added that a FBI NCIC CJIS audit is conducted every 2 to 3 years. When questioned by the NCIC auditor, having a proper reference helps in pointing back to the specific reason. If there is no case number, it has to point back to a case.

There was a question from the audience if "Drug Interdiction" could be used as the Reason or a CAD number needs to be entered. The answer is that a CAD number needs to be entered.

NEW BUSINESS

Lesson Plans for IDACS Training Classes

Due to high printing costs, beginning April 1, 2008 IDACS Lesson Plans will be available online and students will be required to print and bring with them to the IDACS class. Crystal Whalen will send a reminder with the confirmation letter. The Lesson Plans have been updated and are compliant with the Omnixx 3.1 version. If there are any students attending classes in March 2008, the lesson plans will still be provided.

IDACS COMMITTEE CHAIRMAN REPORT

New Terminal Agencies Approved

Two (2) new Terminal Agencies and five (5) Mobile Data Agencies are approved to go on the system since the last meeting. The list is attached.

Terminal Operators Approved

After receiving favorable recommendations from the System Coordinator, the Chairman approved 24 IDACS operators with an arrest record. The decision was based on there being no felony convictions.

IDACS Coordinator Report

Vivian Nowaczewski mentioned that specific information to request for transitioning to Consolidated Dispatch Centers was provided in the Third Quarter of the 2007 IDACS Newsletter Article.

Additionally, information on mismatch records was provided in the Second Quarter of the 2007 IDACS Newsletter Article. It explains what a mismatched record is and how to handle it. In a mismatched record some fields do not match up with one another. When an Inquiry is made on the record, see where the error is and make the necessary modification. Michael Paxton gave two common situations that give a false positive on a mismatch:
1. IDACS database stores alphabetic "O" as an alphabetic "O".
2. NCIC database stores alphabetic "O" as a Numeric "0".

He also suggested making sure that no extra spaces were entered and to follow the basic caveat of the mismatch and see if it is just a mismatch in totality or due to a minor character difference.

In reference to License Plate retentions, Vivian Nowaczewski noted that NCIC has now changed the retention period to Year of Entry plus four (4) years. If the license plate is run and information is not found on IDACS, that is because it has been purged from IDACS. IDACS is still working on fixing the program to match NCIC's retention period. Please contact Vivian Nowaczewski or the Data Operations Center with the IDACS Number, Case Number and a request to remove the information from NCIC.

Vivian Nowaczewski also introduced the two (2) new IDACS trainers; Donna Decker from State Police Pendleton District who will cover the West region and Linda Gabbard from State Police Redkey District who will cover the East Region. Both were at an Instructor Development class and hence unable to attend the meeting, but they will get in touch with their agencies.

There was also a concern that students attending IDACS training classes did not receive the required 40-hour training needed to attend the class. It makes it very difficult for students who have not had any hands-on training to come to class. If the students have been assigned a user id and password, they need to have some hands-on experience to use terminals, how to run inquiries, how to make entries, etc. Some students did not pass since they did not have the prior 40-hour training. The students will now be given the option to leave the class to complete the required 40-hour training before attending the class.

Validation Codes should be used only on devices that they belong to. When a user signs into the Omnixx system and does not get the Force icon, that is a Validation Code problem. In the last two (2) weeks there were many phone calls received in reference to Validation Codes. Validation Codes are device specific, so it is necessary to have them available in clear sight. Michael Paxton mentioned that Validation Codes are hidden on the sign-in screen because they should not be changed. Users are advised to not change the Validation Codes since the smallest thing like a single space at the end of the Validation Codes can make it an incorrect Validation Code.

Trainer is on, icon is visible, but it still cannot be used. A message was sent out on March 4, 2008, indicating that the icon is visible but it cannot be used. Trainer is currently being worked on and everything should be up and running by March 15, 2008. A message will be sent out and all expirations have been given an extension date of March 15, 2008. Captain Michael White mentioned that the reason is due to the upgrade and enhancements and improvements to Omnixx 3.1 version. There was a question from the audience about users expiring on March 15, 2008 or after, what notice will be given. Michael Paxton said the approach taken was that any operator whose certification due to expire between the upgrade and March 15, 2008 would be given an extension up to March 15, 2008. However, users expiring on March 15, 2008, will need to be looked at and maybe give all users expiring on March 15, 2008 an extension to an additional week. The test will also be revised. The current system will allow showing the test questions that were missed.

IDACS Security Officer's Reports

Acting Chairman Captain Michael White mentioned that IDACS Security Officer Sergeant John Richards had accepted another assignment with the Criminal Investigations Division and hence no longer part of IDACS or IDACS Security. He introduced Sergeant David Lloyd for the North Region and Sergeant Ron Burns for the South Region (who was not present due to an IDACS class he was attending) who will be IDACS Security Officers in addition to Senior Troopers Eric Garceau and Brian Millard.

Sr. Trooper Eric Garceau – He has issued two (2) verbal warnings. One (1) was issued to Beech Grove Police Department for problems with III's and Purpose Codes. Also, one (1) verbal warning to Sellersburg Police Department with a couple of entry problems where there were no Serial Numbers on supporting documentation.

Sr. Trooper Brian Millard – He stated that a trail of Reasons and Records indicating why III requests were conducted need to be kept. A Notice of Violation was issued to Dekalb County for no supporting documentation for III's. The report log will be standardized similar to the Prosecutor's office to be filled in for tracking all III requests and have information readily available during audits.

AREA REPRESENTATIVE'S REPORTS

Area I   Angela Ferguson –The Area meeting has not been held, but questions have been emailed to André Clark and Vivian Nowaczewski. There was a problem with Omnixx to purge dates and when the Detainer is placed on the Record and Locates. Michael Paxton asked if those were temporary warrants to which Ms. Ferguson denied. The other issue was that the font size on the new Omnixx was too small to which Michael Paxton responded that the problem is in balancing the font size and layout of the screen. A consensus will need to be made to decide on that since every form will be affected statewide.

Area II   Melissa Farthing – Ms. Farthing was unable to attend due to bad weather.

Area III   Brian Maxwell – A meeting date for Spring has not yet been set. The concerns are similar regarding the upgrade, everyone is happy.

Area IV   John Wall – Area IV will be conducting the Area meeting on Friday, April 11, 2008 at Franklin Police Department at 10:00 a.m. There were complaints from Area IV on the audible hit warning being delayed to which Michael Paxton responded that the Vendor was working on it. Area IV also mentioned that the desktop appears behind the message window on both terminals. Once the message window is cleared, the desktop is there and look at the bottom of the icon, click it and go back to Omnixx Force or it signs them out. Michael Paxton mentioned that this problem began with the Java update for Daylight Savings Time. There is an uncertainty of the connection, but there are certain installations that cause the desktop to come to the front or "Z" order of Windows. One solution he suggested was at sign-in to click on the underbar button to minimize the desktop and force it off the screen and into the task bar entirely, it does not pop-up anymore. Reason is yet unknown, but started with the update 131_18.

There was also a question from Area IV about fingerprinting IT personnel and outside vendors to which Michael Paxton suggested that if they have their hands on the system in any form, "yes". The level of check would be the call of the Agency. At a minimum all vendors will have to be checked.

Area V   Ken Wilson – Mr. Wilson was unable to attend the meeting.

OTHER NEW BUSINESS

None

GENERAL DISCUSSION

None

AUDIENCE QUESTIONS/COMMENTS

There was a question from the audience about the fingerprinting only for people who worked hands-on or anyone who had access and the date by which it was required to be done. Michael Paxton shared that CJIS is concerned about anyone having access to CJIS data. If the personnel maintain the network switches, routers, but have no access to information, should also be fingerprinted. Fingerprinting requirements have been since 2005/2006, but since the last couple CJIS audits, we are having a better understanding on what CJIS audits really are, where to draw the lines and what lines to draw.

There was another question from the audience about the message window for the system always being off-center and if there was a way to fix it. Michael Paxton suggested and recommended to check the screen resolution and see if it was set too low. If possible, set the resolution to a minimum of 10-24x768 which is recommended for any monitor.

Angela Ferguson had a question that since the Prosecutors Office had a terminal did they need to be fingerprinted. Vivian Nowaczewski informed her that the Prosecutors office will be their own terminal agency.

John Wall asked what Purpose Code would be used when fingerprinting. Both Brian Millard and Michael Paxton suggested the "J" per NCIC CJI Section but also to check the NCIC manual.

<u>ADJOURNMENT</u>

There being no further questions or comments, Acting Chairman Captain Michael White entertained a motion to adjourn. Brian Maxwell motioned and Michael Paxton seconded the motion. The Chairman adjourned the meeting.

The next meeting will be Wednesday, June 4, 2008, (10:00 a.m.) at the *Indiana State Police Communications Division,* 8500 East 21st Street, Indianapolis, IN. 46219
(This is the old Indianapolis Post, west of the Museum. Parking is available in front of the building.)

<u>Please note the quarterly meetings will now be held on Wednesdays.</u>

Again, please note that the location of the June meeting will again be at the *ISP Communications Division, 8500 East 21st Street, Indianapolis, IN 46219.*